

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
National Archives and Records
Washington, D.C.

September 7, 1976

STATINTL

[REDACTED]
Records Management Officer
Room 2E42
Central Intelligence Agency
Washington, DC 20505

STATINTL

[REDACTED]
Later this week the Administrator of General Services, Jack Eckerd, is sending a letter (see attached copy) to Mr. Bush outlining some of the major efforts undertaken by the National Archives and Records Service in reducing the volume of Federal records and lowering records storage costs. This letter grew out of President Ford's July 23, 1976, management meeting in which various presidential management initiatives were outlined. The Office of Management and Budget is now coordinating the follow-up actions required as a result of this meeting.

In order to provide us with the information we need for our report to the Office of Management and Budget, we would like to receive from you a comprehensive update of the status of your agency in complying with the various FPMR bulletins relating to records disposition mentioned in the letter to your agency head. In addition to the report on your compliance with these directives, we are also interested in learning from you what other agency initiatives, taken in the past twelve months, have resulted in a reduction of the cost of records storage and the volume of records created.

Although we regret the short deadline, it is necessary for us to receive this information from you no later than September 15, 1976. We look forward to your responses as well as our future work together in this vital program of mutual interest.

Sincerely,

W. Stender
WALTER W. STENDER
Assistant Archivist for
Federal Records Centers

Enclosure



Keep Freedom in Your Future With U.S. Savings Bonds

Dear Mr. Secretary:

In the President's management meeting of July 23, 1976, interest was expressed in the reduction of paperwork in the Federal government to the minimum consistent with operating needs and statutory requirements.

In the past four years the General Services Administration has devoted increasing attention to the cost of maintaining the growing volume of Federal records. The National Archives and Records Service (NARS) has engaged in a major effort aimed toward reducing this volume of records and lowering records storage costs by publishing requirements governing records disposition as set forth in the Federal Property Management Regulations (Subpart 101-11.4). These include:

1. GSA Bulletin FPMR B-38 of March 23, 1973, ended the acceptance on a routine basis of transfers of records lacking authorized and definite retention periods. Appropriate disposition standards for unscheduled records must be established in order to utilize low cost storage space in Federal records centers.

2. GSA Bulletin FPMR B-49 of August 7, 1974, set June 30, 1975, as the date for Federal agencies to schedule all records without definite retention periods. By December 31, 1976, Federal agencies are required to develop and submit for approval an updated comprehensive records control schedule listing all agency records whether temporary or archivally permanent, and containing precise instructions regarding their future disposition.

3. GSA Bulletin FPMR B-62 of January 22, 1976, again reminded Federal agencies of their need to (a) establish definite retention periods for unscheduled records, (b) review, for possible reduction, retention periods of temporary records, and (c) submit to NARS an updated comprehensive records control schedule.

2

Reduction in records maintenance costs require Federal agencies to develop controls over the disposition of their records in the form of NARS approved records control schedules. These schedules provide concise instructions for cutoff of files, their transfer from expensive office space to low cost records center storage, and their ultimate disposition, which involves either transfer to the Archives of the United States, if the records are archivally permanent, or destruction.

To aid both GSA and your own agency in reducing records maintenance costs to the maximum extent possible, you should review your records disposition program and determine if:

1. Your agency has met or will meet the records scheduling deadlines outlined in GSA Bulletin FPMR B-49.
2. Your agency reviews and updates its records control schedules at least annually.
3. Your agency monitors the application of its schedules to insure that inactive files do not expand and occupy expensive office space needed for current records.

Your personal interest in this program is essential in controlling Federal records and reducing records storage costs. GSA, through the National Archives and Records Service, offers its full resources to you and your agency as we work toward the goals President Ford has set forth.

Sincerely,